

Holy Trinity Catholic Schools, Inc.

SECTION 200 – BOARD OF EDUCATION

The policies in this section have been approved by the Merger of both Aquinas Schools and Marquette Schools in 2005.

The policies in this section have been approved by the HTC Board of Education as reviewed in 2010.

The policies in this section have been approved by the HTC Board of Education as reviewed in June of 2014.

Reviewed June, 2017

Reviewed January, 2022

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201.10 The Board Agenda

The Chief Administrator and President shall prepare or cause to be prepared and submit or cause to be submitted to the Board for its consideration, at least three days in advance of a regular meeting, a tentative agenda which sets for the proposed order of business for that meeting.

The agenda submitted for approval at the meeting shall contain a list of suggested items of business, committee reports, and financial reports. Supporting material may be included with the material or provided at the meeting.

Any person or persons who wish to request the placement of an item on the proposed agenda shall so notify the Chief Administrator at least one week in advance of the meeting date. Said request must contain the following items of information:

1. Meeting Date
2. Requested Agenda Item
3. Person or Persons, if any, Who Will Be Present to Make a Presentation
4. Approximate Length of Proposed Presentation

The tentative agenda may be amended by a majority vote of the members present as the first order of business following the roll call.

Adopted: January, 2011

Reviewed: January, 2022

203.10 Board Committees

Committees

Finance & Budget Committee (Standing)

Building & Grounds Committee (Standing)

Policy Committee (Standing)

Technology Committee (Standing)

Marketing Committee (Standing)

Curriculum Committee (Standing)

Health/Wellness/Safety Committee (Standing)

Catholic Identity Committee (Standing)

Family Accounts Board (Standing)

At the Board's August meeting each year, the President shall nominate committee chairpersons for each of the standing committees of the Board, which shall be approved by a majority vote of the Board at such meeting. The committee chairpersons shall serve for one year or until replaced by a majority vote of the Board. There may be such further special and ad hoc committees established as deemed necessary by the Board or President. The President and the chairperson shall appoint members of the committees, including any special or ad hoc committees established. Committee reports will be used as guidelines for Board action. Decisions by any committee (standing, special or ad hoc) does not bind the Board in its decision-making role. The Board may disband any of its committees with majority vote of the Board.

Adopted: January, 2011

Updated: February, 2022

203.00 Board Organization

203.11 Building and Grounds Committee (Standing Committee)

Responsibilities of the Building and Grounds Committee shall include working with the Chief Administrator and maintenance personnel of the school system to identify, monitor and complete needed material repairs and maintenance items, including any recommended facilities improvements. The Committee will enlist volunteer help whenever possible to assist the schools in the repair and maintenance of school properties. The Building and Grounds Committee shall assist the Chief Administrator and maintenance personnel in repairs, maintenance, acquisition and disposal of vehicles and maintenance of school equipment.

The Building and Grounds Committee will develop long term and short term plans for repair and maintenance needs of the school properties, vehicles, and equipment, including any facilities improvements. The chairperson of the Committee shall annually report facilities needs and make recommendations to the Board at the January meeting each year. Included in the report shall be the estimated cost of such recommended repairs, maintenance and improvements to the extent that these costs are not included in the budget.

The Committee shall recruit members from the school community to assist in repair and maintenance projects.

Adopted: January, 2011

Reviewed: January, 2022

203.00 Board Organization

203.12 Finance and Budget Committee (Standing Committee)

Responsibilities of the Finance and Budget Committee shall include the supervision of the budget development process and review of the ongoing financial performance of Holy Trinity Catholic Schools. The Finance and Budget Committee has as its chief purpose to prepare the annual budget for Holy Trinity Catholic Schools and to monitor actual financial performance during each school year. The proposed budget shall be presented to the Board for approval no later than the March meeting. The Finance and Budget Committee shall make every effort to review and receive input from the Board on the development of the budget at the December and January meetings. In connection with the annual budget, the Finance and Budget Committee shall review salary and tuition schedules, which may be approved prior to but not later than the approval of the annual budget at the March meeting. Requests for major capital and operating expenditures that are not included in the approved annual budget shall be presented to the Board through the Finance and Budget Committee. The Committee will coordinate long-range planning activities for fund raising, debt retirement, tuition support and planned giving programs. The Committee shall advise and work closely with the Chief Administrator and Business Manager on financial, accounting and insurance matters. The Committee shall include the Chief Administrator, President, Vice President, Secretary/Treasurer and such additional members as may be appointed by the President and approved by a majority of the Board.

The Finance and Budget Committee shall communicate regularly with the Holy Trinity Catholic Schools Foundation for purposes of evaluating current needs, long-range financial planning and fund raising activities.

The Finance and Budget Committee shall present annually the approved budget to each of the parish finance councils to review and explain parish support requests, financial performance and other information requested by the parishes from time to time.

Adopted: September, 2021

Reviewed: January, 2022

200.00 Holy Trinity Catholic Schools, Inc.

Board of Education

203.00 Board Organization

203.15 Policy Committee (Standing Committee)

Responsibilities of the Policy Committee are to review and make recommendations to the Board for the establishment of policies and procedures that will aid in the effective administration and orderly running of Holy Trinity Catholic Schools. The Committee shall develop a schedule to review the policies of the Board on a rotating basis so that each policy shall be reviewed no less than every five years. The Policy Committee shall annually review the student handbook with the Chief Administrator for purpose of identifying any changes so that recommendations shall be submitted to the Board at the June meeting each year.

Adopted: January, 2011

Reviewed: January, 2022

203.00 Board Organization

203.17 Technology Committee (Standing Committee)

Chapter 12 (General Accreditation Standards) 12.5 (10) Technology Integration. Each School or School District shall incorporate into its comprehensive school improvement plan demonstrated use of technology to meet its student learning goals.

1. The Technology Committee shall annually submit a written report to the Board at its December meeting. The report will analyze and make recommendations to the Board related to existing technological programs, student technology curriculum, hardware and software equipment needs, implementation and proposed expansion of or modifications to existing technological resources, including the estimated costs thereof.
2. The Technology Committee shall develop and compare recommendations for improvements to technology services for the school system and shall work in cooperation with the Chief Administrator to identify the technology needs of the schools. The Committee shall investigate and identify potential grants to assist in funding technology improvements and shall work with the Chief Administrator to determine if, when and how such grants and other third party funding sources should be pursued.
3. The Technology Committee shall include one or more Board members, the Chief Administrator, the technology officer (if any), an elementary teacher, a high school teacher, a member of the TAPS organization, a local area business person familiar with technology resources and one or more parents of students enrolled in Holy Trinity Schools. The Committee shall annually elect a chairperson. The President of the Board shall, with the approval of the Board, designate the Board representative in August of each year, and the Committee shall be identified and approved by the Board no later than the September meeting of each year. Ex-officio members of the technology committee shall include the high school principal (if any), the elementary principal (if any), and the President of the Board.
4. At the December meeting each year, the Technology Committee shall to the Board submit its short-term and long-term goals, including anticipated cost and any identified grants or third party funding sources.

Adopted: January, 2011

Updated: January, 2022

200.00 Holy Trinity Catholic Schools, Inc.

Board of Education

203.00 Board Organization

203.18 Health and Wellness Committee

Holy Trinity Catholic Schools exist in order to educate the whole person; MIND, BODY AND SOUL, and in doing so strives to provide an environment that promotes and protects the student's health, well-being and ability to learn by supporting healthy eating habits and physical activity. Holy Trinity Catholic Schools recognizes that children need access to healthful foods and opportunities to be physically active in order to grow, learn and thrive; and that good health enhances the student's attendance, participation and education. Thus, Holy Trinity Catholic Schools are committed to provided such an environment for each student.

Holy Trinity Catholic Schools will engage students, parents, faculty, food service personnel, health professionals and other interested community members in developing, implementing, monitoring and reviewing local nutrition and physical activity policies, programs and practices. This committee will be called the Wellness Committee, shall meet at least annually, and shall report to the Board of Education. The Wellness Committee shall present a review and recommendations to the Board at the February meeting of each year, and at such other times as determined appropriate by the Committee.

All students will have opportunities, support and encouragement to be physically active on a regular basis. This will include a curriculum offering a wide range of activities.

Holy Trinity Catholic Schools will support and promote proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the federal nutrition standards and be compliant with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals. See the Iowa Department of Education guidance on Healthy Kids Act. To the extent practical, Holy Trinity Catholic Schools will participate in available federal school meal programs.

200.00 Holy Trinity Catholic Schools, Inc.

Board of Education

203.00 Board Organization

203.18 Health and Wellness Committee Continued

Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidelines issued by the Secretary of Agriculture pursuant to the Child Nutrition Act and National School Hot Lunch Act.

Cardiopulmonary Resuscitation training (CPR) will be a requirement of all graduating seniors, unless physically unable or is exempt for “religious beliefs.”

Policy Guidelines:

Instilling life-long physical activity and healthy behaviors will require students K-6 to have PHYSICAL ACTIVITY for a minimum of 30 minutes each school day. This will be met between physical education classes and recess. Documentation of compliance will be the class time schedule for each semester.

Students in 7-12 must have PHYSICAL ACTIVITY at a minimum of 120 minutes per week (in which there are five school days). This may be school related activities: physical education, extracurricular activities involving physical activity including sports, dance team, cheerleading, show choir, or non-school related activities such as farm chores, individualized exercise plans, strenuous work related activities, non-school sponsored sports or dance.

The curriculum of the Physical Education classes in the schools shall be modeled after the Presidential Youth Fitness Program, including a combination of running, walking, calisthenics, tennis, aerobics and

If students are not physically able to participate due to physical limitations, disabilities or religious beliefs, the student and parent or guardian must in advance obtain a written waiver or activities modification from the Chief Administrator.

In hopes that older students be able to assist a classmate or staff member in the event of cardiac distress, CPR training shall begin at the 7th grade level and repeated Biannually until graduation.

Adopted: January, 2011

Updated: March, 2022

203.00 Board Organization

203.19 Marketing Committee (Standing Committee)

Responsibilities of the Marketing Committee are to enhance the image of Holy Trinity Catholic Schools in the surrounding community and to recruit and retain students in an effort to maintain and expand enrollment. The Committee shall be responsible to communicate with alumni of Holy Trinity Catholic Schools and its predecessors, local catholic parish members and members of the business community for the purpose of enhancing the overall image of Holy Trinity Catholic Schools in the area. The Committee shall monitor and review correspondence, brochures, advertisements, procedures, website, schedule and any other media resources by which Holy Trinity Catholic Schools are presented to the public. The Committee shall establish and maintain detailed alumni records and contact information, patron and benefactor records, and past donations and giving histories for such alumni and patrons. The Committee shall make recommendations to the Board in January and June of each year related to any revisions, enhancements or other marketing related matters that the Committee believes will better foster the image and enrollment of Holy Trinity Catholic Schools. The Committee shall consist of at least five persons, including not less than one Board member nominated by the President and approved by the Board, not less than one parent of an elementary student, not less than one parent of a high school or junior high student, and not less than one teacher, the Chief Administrator and the Marketing Director (if any).

Adopted: January, 2011

Reviewed January, 2022

203.00 Board Organization

203.20 Curriculum Committee (Standing Committee)

Responsibilities of the Curriculum Committee are to evaluate and make recommendations for the enhancement and expansion of the curriculum and educational programs of Holy Trinity Catholic Schools. The Committee shall be responsible to work with the Chief Administrator to accomplish its goals and responsibilities. The Committee shall make recommendations to the Board in January of each year related to its findings and recommendations for curriculum and educational program enhancements that the Committee believes will improve the overall education of the students at Holy Trinity Catholic Schools. The Committee shall include the President of the Board, the Chief Administrator, the high school principal (if any), the elementary principal (if any), a K-6 teacher, a 7-12 teacher, and a Board member nominated by the President and approved by the Board. The Committee may nominate additional members to assist in the goals and responsibilities of the Committee as determined as necessary or appropriate.

Adopted: January, 2011

Updated: February, 2022

203.0 Board Organization

203.21 School Improvement Advisory Committee

Responsibilities of the School Improvement Advisory Committee (SIAC) are to guide the overall continuous school improvement process for Holy Trinity Catholic Schools as mandated by the Iowa Department of Education. Long-range improvement goals are developed and recommended to the Holy Trinity Catholic Schools, Inc. Board of Education. The progress of the school improvement effort is evaluated by this Committee and a report is given annually to the Board of Education.

The SIAC will be composed of stakeholders of Holy Trinity Catholic Schools and will be built with consideration given to gender and diversity factors so that representation reflects the make-up of Holy Trinity Catholic Schools. Membership shall include (but is not limited to) one Pastor of the supporting parishes, the School Board President, the Chief Administrative Officer, the HTC Senior High School Student Council President, the Marketing Director (if any), parents and business persons of the Holy Trinity Catholic Schools faith community.

The SIAC will seek information and input from school personnel representing all active buildings in the school system (ECC, elementary, junior/senior high), alumni, TAPS, Fine Arts and Music Boosters, Athletic Board, special needs parents, Technology Committee, Health and Wellness Committee, and any other groups that formally represent the faith community that the School Board deems necessary.

Adopted: January, 2011

Updated: February, 2022

200.00 Holy Trinity Catholic Schools, Inc. **Board of Education**

203.0 Board Organization

203.22 Family Accounts Board Committee (Standing Committee)

1. Responsibilities of the Family Accounts Board Committee are to review accounts that are not current and to meet with families, when necessary, to arrive at acceptable terms of payment. If a payment plan is not approved by the Family Accounts Board, the student(s) may not register for the succeeding semester.
2. The Family Accounts Committee shall consist of the President, another Board Member, CAO, Parish Priest of the involved family and the Business Manager, as a non-voting member. Members are appointed by the Board President.

Adopted: March, 2022

200.00 Holy Trinity Catholic Schools, Inc.

Board of Education

203.23 Catholic Identity Committee (Standing Committee)

The purpose and responsibility of the Catholic Identity Committee is to safeguard the catholicity of the Holy Trinity School System, to ensure that the school board, faculty and staff operate in concert with Roman Catholic beliefs and teachings, and to promote and enhance the identity of HTC as a ministry of the local Catholic churches. and the Diocese of Davenport. This committee will advise the School Board on questions and criticisms regarding the Catholic nature of the school system. This committee will meet at least quarterly and report back to the School Board as needed.

The Catholic Identity Committee shall include the parish priests, the CAO, the high school principal (if any), the elementary principal (if any), the high school religion

teacher, the elementary school religion teacher, and any board members appointed by the board president.

Adopted: May, 2022

200.00 Holy Trinity Catholic Schools, Inc.

Board of Education

205.00 Election of Members

The voting school board members shall consist of eight elected parish members. Three of the elected parish members shall be from Holy Family Parish, or its successor. Two of the elected parish members shall be from St. Mary's Parish of West Point, or its successor. One of the elected parish members shall be from St. John's Parish of Houghton, or its successor. One of the elected parish members shall be from St. James Parish of St. Paul, or its successor. One of the elected parish members shall be elected "at large" from the combination of the parishes of St. James, St. John's and St. Mary's of West Point, or their applicable successor parishes. In addition to the eight elected parish members, the voting school board members shall include the priests assigned to the represented parishes, provided that one vote shall be allowed to the priest serving the Fort Madison parish and a total of two votes shall be allowed to the priests serving representing the combination of the West Point, Houghton and St. Paul parishes. The total number of school board members shall be not less than ten members and not more than eleven members, depending upon the number of priests serving on the Board, and the total number of votes allowed to such members of the Board shall be up to eleven. The elected parish members and assigned priests serving as a voting school board member shall have one vote each.

In addition to the above voting members, the Board shall include the following ex-officio members:

1. Chief Administrator
2. High School Principal (if any)
3. Elementary Principal (if any)
4. Elementary Building Coordinator (if any)
5. ECC Director

6. Business Manager

7. Marketing Director (if any)

Voting members of the Holy Trinity Catholic School Board shall be elected by the represented parishes or appointed by the pastor based upon the policies established by each such parish or by the Diocese of Davenport, as applicable. The represented parishes shall notify the President of the Board by June 1 of each year the identity of the new Board members elected or appointed by each represented parish. New Board members shall be invited to attend as non-voting members at the June Board meeting of each year. The July meeting each year shall be the organizational meeting at which time each new Board member shall be seated as a voting school board member and President, Vice President, and Secretary/Treasurer shall be elected. The term of each Board member elected by the represented parishes shall end on June 30 three years after such member was seated as

200.00 Holy Trinity Catholic Schools, Inc.

Board of Education

205.00 Election of Members Continued

a school board member. A Board member for whom a replacement has not been found may continue until a replacement is elected or appointed by the parish and seated on the Board.

Vacancies due to death, disability or resignation shall be replaced by the represented parish to be seated at the next scheduled school board meeting following their appointment. The term of an appointed member to fill a vacancy shall end on the date at which the term of the elected member who vacancy is filled was scheduled to expire.

Board members elected by the represented parishes may serve no more than two consecutive three year terms.

The represented parish may replace its school Board member at any time as determined appropriate by the policies of the parish or pastor.

Adopted: August, 2020

Reviewed: January, 2022

207.0 Board Ethics

ETHICS CODE FOR BOARD MEMBERS

Being a member of a local Catholic school board involves responsibilities and relationships. The information that is shared demands a professional ethic that should be understood by all. Board members must be clear on how they will handle confidences, what posture they will take when dealing with complaints, and how they will relate to their many publics. Policy and procedure with regard to a code of ethics should be discussed and reviewed by all concerned at the July meeting of each year.

The Code of Ethics for school board members includes the following:

1. A board member must give the necessary time, thought and study to the work of the Board, so that he/she may render effective service.
2. A board member must base his/her personal decisions upon all available facts in each situation, voting with honest conviction unswayed by partisan bias.
3. A board member must be able to abide by and support the final majority decision of the Board regardless of how he/she voted.
4. A board member must work with his/her fellow members in a spirit of harmony and cooperation regardless of differences of opinion.
5. A board member must realize that as an individual, he/she has no legal authority outside the meetings of the Board and must, therefore, conduct his/her relationships with school staff, students, parents, the local citizenry and all media on this basis. Matters brought to individual members of the Board should be referred to the Chief Administrator or President without comment from the individual board member.
6. A board member must keep all confidences shared with him/her during closed meetings of the Board. A breach of confidentiality by a board member may result in removal from the Board by a majority vote.

7. A board member must never use his/her position on the Board to benefit either himself/herself or any other individual or agency apart from the total best interests of the school. A board member shall represent the best interests of the Holy Trinity Catholic School system in all matters and decision making to the best judgment of the individual member.
8. A board member must keep in mind that while the primary function of the Board is to establish the policies that will give direction to the school, the administration of these policies is the function of the Chief Administrator and administrative staff.
9. A board member must not become personally involved in administrative matters beyond the scope of the board member duties.

Adopted: January, 2011

Reviewed: January, 2022

200.00 Holy Trinity Catholic Schools, Inc.

Board of Education

208.0 Relationships Between Pastoral Councils and Board of Education

1. That the Holy Trinity Catholic Schools operates as a subsidiary of the Fort Madison, West Point, Houghton and St. Paul Catholic parishes of the Diocese of Davenport. Each parish shall elect or appoint voting members to the Board as herein provided.
2. That Holy Trinity Catholic School System shall have jurisdiction over operation and management of the schools.
3. That the Board shall adopt a budget by no later than March of each year for the next school year, which shall be submitted for approval to each parish finance council at its March meeting.
4. That the Board is responsible to the Diocesan School Board to carry out programs and curricula as mandated.
5. That the President and each of the voting members of the Board elected by each parish shall be considered an ex officio member of the applicable Parish Councils with voting privileges to be determined by each local parish.

Adopted: January, 2011

Updated: February, 2022

200.00 Holy Trinity Catholic Schools, Inc.

Board of Education

210.00 Diocesan Policy on Elections

210.40 Support for Election of Members

The Board will be as effective as the support it can gain from parents and members of the parishes. This support will be forthcoming if parishioners feel the Board truly speaks in their name. Consequently, they must be given the opportunity to vote for members of their choice. To assure maximum participation, democratic procedures for nomination and elections are recommended.

Board members have authority only when acting as a Board legally in session. Any statement or action shall not bind the Board on the part of any individual member of the Board except when such statement or action is in pursuance of specific instructions by the Board.

Policy adopted Diocesan Board of Education

Adopted: January, 2011

Reviewed: January, 2022

211.0 Bylaws of the Board

211.10 Officers of the Board

The Board is composed of the elected representatives of the Fort Madison, West Point, Houghton and St. Paul Catholic Parishes. The Board shall set policy and govern the operation of the school system as authorized by the School Code and Diocesan School Board. The officers of Holy Trinity Catholic Schools shall include an elected President, a Vice President and a Secretary/Treasurer to each serve for a period of one (1) year, and the officers must be elected members of the Board.

Vacancies in the above-mentioned offices occurring during the year shall be filled by an appointment or election with a proper resolution adopted by a majority vote of the Board.

The Board officers shall, unless sooner removed, hold their offices for one (1) year and until their successors have been elected or appointed. Said officers may be removed for good cause at any time by a majority vote of the entire Board. The officers of the Board shall serve as the Executive Committee of the Board to manage the agenda, work sessions, the evaluation of the Chief Administrator, to monitor the budget, advise and communicate with the various standing and appointed committees of the Board, and to serve as members of the Finance and Budget Committee.

Adopted: January, 2011

Updated: February, 2022

211.0 Bylaws of the Board

211.20 Duties of the President of the Board

The President of the Board shall be elected by the members of the Board from among its membership and shall serve a one (1) year term.

The President, when present, shall preside at all meetings of the Board. The President and the Chief Administrator shall develop the proposed agenda for the meetings of the Board.

The President shall perform all duties incident to his/her office as may be imposed upon him/her by law or as may be enjoined upon him/her by the Board. The President shall be an ex officio member of all committees of the Board and of each Parish Council of the parishes providing financial support to the Holy Trinity Catholic School system.

Adopted: January, 2011

Reviewed: January, 2022

211.0 Bylaws of the Board

211.30 Duties of the Vice President of the Board

The Vice President of the Board shall be elected by the members of the Board from among its membership and shall serve a one (1) year term.

The Vice President in the absence of the President shall preside at meetings of the Board.

The Vice President shall serve on such committees as assigned by the President and approved by the Board and perform such additional duties incident to his office as may be requested of him by the President or by the Board.

Adopted: January, 2011

Reviewed: January, 2022

211.0 Bylaws of the Board

211.40 Duties of the Secretary/Treasurer of the Board

The Secretary/Treasurer of the Board shall be elected by the members of the Board from among its membership and shall serve one (1) year term.

The Secretary/Treasurer in the absence of the President and Vice President shall preside at meetings of the Board.

The Secretary/Treasurer shall be in regular communication with the Business Manager and shall monitor the finances, cash management, and budget of the school system and serve on such committees as assigned by the President and approved by the Board and perform such additional duties incident to his/her office as may be requested of him/her by the President or by the Board.

During executive sessions of the School Board, the Secretary/Treasurer shall take notes of the proceedings, record the identity of all members present, certify the existence of a proper quorum, record all motions and certify all votes to the Recording Secretary, which notes and minutes shall be sealed in a separate envelope, signed, dated and delivered to the Recording Secretary for safe-keeping as part of the record of the proceedings of the executive session.

Adopted: January, 2011

Updated: February, 2022

211.0 Bylaws of the Board

211.50 Duties of the Business Manager/Recording Secretary

The Business Manager shall serve as a non-member Recording Secretary to the Board. The Recording Secretary may attend executive sessions of the Board at the sole discretion of the President. In the absence of the Recording Secretary, the Secretary/Treasurer shall serve as the Recording Secretary. In the absence of the Recording Secretary and the Secretary/Treasurer, the President shall appoint a member of the Board who will act as Recording Secretary in executive session. The Recording Secretary shall be present at all regular and special meetings of the Board. The Recording Secretary shall not be required to be present during work sessions of the Board unless his/her presence is requested by the President.

The Recording Secretary shall perform all duties customarily pertaining to his/her office and such as are imposed upon him/her by law, policy, diocesan policy, or resolution of the Board. The Recording Secretary shall keep full and accurate records of the proceedings of the Board and shall have general supervision of and keep such books of record and accounting as are provided by law or directed by the Board; shall sign, with the President, all official records of the Board; shall keep a record of all employees in the Holy Trinity Catholic School System in such manner as provided by law or directed by the Board; shall post and distribute proper notice of all regular and special meetings of the Board to all members of the Board and others as may be required by policy; and shall have custody of all and send due notice of all regular and special meetings of the Board to all members of the Board; and shall have custody of all official documents and correspondence of the Board.

The minutes of regular and special meetings of the Board shall be recorded in the offices of the Holy Trinity Catholic Schools by the Recording Secretary of the Board. The minutes shall be provided to each member of the Board. Following approval, a copy of the minutes for all meetings of the Board shall be maintained as a permanent record of the Board signed by the Recording Secretary and the President. At the August meeting each year of the Board, the Recording Secretary shall certify to the Board that the minutes of the meetings from the preceding year have been properly retained and are on file in the offices of Holy Trinity Schools at its business offices and that such records are secured for proper fireproof storage.

Adopted: January, 2011

Reviewed: January, 2022

200.00 Holy Trinity Catholic Schools, Inc.

Board of Education

211.0 Bylaws of the Board

211.60 Dissolution of Committees

The Board of Education at any time may dissolve any committee by the adoption of a resolution to that effect, where upon such committee shall be dissolved at such time as is provided in said Board resolution.

Adopted: January, 2011

Reviewed: January, 2022

211.0 Bylaws of the Board

211.70 Advisory Committees of the Board

The President, with approval of the Board or the Board by resolution may, at their discretion, form citizen advisory committees to assist the Board in providing recommendations and counsel on particular problems or issues facing the Holy Trinity Catholic Schools. The Board shall not abdicate its decision-making responsibilities to any such advisory committee as the Board shall be the final governing body to make decisions in matters relating to all aspects of educational policy, programs, planning and problem resolution.

The function of a citizen advisory committee formed by the Board may include, but not necessarily be limited to, the following:

1. To study and express opinions and recommendations to the Board on any question related to the school system that has been presented for input and analysis by the Board.
2. To evaluate or express to the Board opinions related to community attitude, concerns, or support on matters related to the operation or strategic planning of the schools.
3. To assist the Board in explaining to the community the issues and problems arising from time to time.

Members will be appointed to such committees by the President with approval of the Board.

Adopted: January, 2011

Updated: February, 2022

200.00 Holy Trinity Catholic Schools, Inc.

Board of Education

211.0 Bylaws of the Board

211.80 Special and Ad Hoc Committees of the Board

There may be such further special and ad hoc committees as the President may appoint or the Board constitute which shall have such duties as may be provided in such appointment.

Special and ad hoc committees shall be automatically discharged after reports have been presented to and accepted by the Board or when their special function, in the judgment of the Board, has been served.

Adopted: January, 2011

Updated: February, 2022

200.00 Holy Trinity Catholic Schools, Inc. **Board of Education**

212.0 Policy Manual

Each member of the Board shall receive or have made available a copy of the policy handbook for Holy Trinity Catholic Schools, Inc. The members of the Board shall be elected as herein provided. Annually at the Board's organizational meeting held in July of each year, the Board shall elect a President, Vice President and Secretary/Treasurer.

A copy of the policy handbooks will be maintained in each building office. A master policy handbook will be kept in the office of the Chief Administrator who will be responsible for keeping the mastery policy handbook current.

The Business Manager shall maintain contact information on the members and teams of the Board.

Adopted: January, 2011

Updated: February, 2022

200.00 Holy Trinity Catholic Schools, Inc. **Board of Education**

212.0 Method of Operation

212.10 Adoption of Policies

The Board shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the school system.

These policies, relating to the functions of this school system are established by the Board under the authority granted it by the statutes of the State of Iowa and the Diocesan School Board. The formal adoption of policies shall be recorded in the minutes of the Board and incorporated in the policy manual. Only those policies of written statement so adopted and so recorded shall be regarded as official board policy. Board policies and decisions shall be official and legally binding. The Board of Education shall establish such policies as are prescribed by law for the conduct and administration of the schools and such other policies as may seem advisable. Execution of policy through the detailed steps and procedures of school administration is the job of the administration and their staffs.

Adopted: January, 2011

Reviewed: January, 2022

200.00 Holy Trinity Catholic Schools, Inc. **Board of Education**

212.0 Method of Operation

212.20 Policy Drafting

Adoption of new policies or the changing or revision of existing policies is solely the responsibility of the Board.

Proposals for new policies or changes in existing policies may be initiated in writing by any Board member or by the Policy Committee or by the Chief Administrator.

The Board or the Chief Administrator may seek review of all policy drafts by legal counsel to determine if such policy drafts are in compliance with the school laws of the State of Iowa and the Diocesan School Board.

The Board may seek the opinion and counsel of appropriate staff members, citizens of the community, citizens' advisory committees, and students when such policies have a direct relationship with such bodies.

Any committee of the Board, Board member, or the Chief Administrator may present a policy recommendation to the Board in a written form through the Policy Committee.

Adopted: January, 2011

Reviewed: January, 2022

200.00 Holy Trinity Catholic Schools, Inc. **Board of Education**

212.0 Method of Operation

212.30 Policy Adoption

Policies introduced and recommended by Board committees, Board members, or the Chief Administrator shall not be officially adopted until approved by resolution of the Board at three consecutive regular or special meetings of the Board, which shall give time for the Board to study the proposed policy and to give opportunity for the interested parties to react. However, the Board may waive the third reading by resolution adopted by a majority of the Board.

Amendment to the policies shall be made by repealing existing policies and enacting a new policy.

Adopted: January, 2011

Reviewed: January, 2022

200.00 Holy Trinity Catholic Schools, Inc. **Board of Education**

212.0 Method of Operation

212.40 Administration in Policy Absence

In cases where action must be taken within the school system where the Board of Education has provided no specific policy for administrative action, the Chief Administrator shall have the power to act, but his decisions shall be subject to review by action of the Board of Education at a regular meeting. It shall be the duty of the Chief Administrator to inform the Board of Education of such action and of the need for policy where indicated.

Adopted: January, 2011

Reviewed: January, 2022

213.0 Anti-Discrimination

It shall be the policy of the Holy Trinity Catholic School System that there shall be no discrimination on account of race, gender, religion, national origin, disability, or other legally protected class as defined by law in the education and opportunities afforded students or in the employment, compensation, promotion, assignment, or other handling of personnel, whether certified or non-certified.

Notice of Nondiscrimination

It is the policy of the Diocese of Davenport to provide equal employment and educational opportunities and not to discriminate.

The educational system of the Diocese of Davenport is committed to equal opportunities to the extent required by law, and does not discriminate on the basis on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in educational programs or activities which it operates. As a religious institution, we affirm the right to consider creed a bona fide qualification in certain cases. The educational system policy is not to discriminate in educational programs and activities extends to the employment in, and admission to, such programs, activities, and services. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic and other school and parish administered programs.

Further, the Board affirms the right of all persons to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment, thereby meeting the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973 and the Code of Iowa.

Human Resources, 2706 N. Gaines Street, Davenport, Iowa, 52804

Phone: 563-324-1911 FAX: 563-324-5811

Adopted: January, 2011

Reviewed: January, 2022

200.00 Holy Trinity Catholic Schools, Inc. **Board of Education**

215.1 Holy Trinity

It shall be the policy of the Holy Trinity Board of Education that the uses of parish/interparochial schools, building and grounds on Sunday be restricted as outlined in Policy 215 of the Diocese of Davenport Board of Education.

Reviewed: January, 2022

215.2 Holy Trinity

It shall be the policy of the Holy Trinity Board of Education that the use of school facilities for Sunday practices be restricted to special uses before tournament games. Open gyms are not allowed on Sundays. Any exception should be reviewed very carefully. Requests for facility use shall be in writing and describe the event and necessity of it. Approval is required by the Chief Administrator.

Adopted: January, 2011

Reviewed: January, 2022